



**DEPARTMENT OF THE ARMY**  
**MEDICAL RECRUITING BRIGADE**  
**UNITED STATES ARMY RECRUITING COMMAND**  
**1889 OLD IRONSIDES AVE**  
**FORT KNOX KY 40121-2726**

**NOTE: This is a redacted version of the memo you need to fill out. It is intended only to introduce you to the basic purpose and requirements for those wishing to do an ECAR event on TDY status. Note this is referred to as a "SME" below.**

**If you are still interested, please send an email to DACH-REC to request the latest copy of this memo**

**Request for Subject Matter Expert (SME) Travel**

1. **Purpose.** The purpose of this form is to provide to the Chaplain Recruiting Directorate (CRD) of the Medical Recruiting Brigade (MRB) the information needed to approve or disapprove an SME request for travel funds for an event and schedule recruiters' attendance.
2. **SME Definition.** An SME is a Regular Army or Army Reserve (USAR) chaplain. USAR chaplains can be in an IMA, DIMA, TPU or AGR status. IRR Soldiers do not qualify. Also, the MRB does not have a mission for National Guard chaplains and cannot provide funds for National Guard Soldiers.
3. **Program Description.** The SME program expands the reach of chaplain recruiters, and by extension the Chaplain Corps (CHC), in finding highly qualified religious leaders for service in the Army. By leveraging the relationships that chaplains have with their denominational and ministerial communities, CHC can significantly increase its sphere of influence in finding top-highly qualified applicants from a wide range of demographics, including religion/denomination, gender and race. The CRD recognizes the value of currently serving chaplains speaking to members of their own religious groups and sharing the good news about the Army CHC. For this access and influence, the MRB will pay the travel costs of those chaplains who are able to schedule a speaking or other special role at an event that has a chance to provide leads for recruiters. The MRB will not cover base pay for non-AGR Soldiers. CRD chaplain recruiters will also attend the event so that they can answer questions and accept leads.
4. **Requirements.** Requests will be considered on a case-by-case basis and must satisfy the following requirements:
  - a. The SME's attendance at the event must benefit the CRD's recruiting mission.
  - b. The SME must have a speaking role at the event or the SME must provide some special opportunity for chaplain recruiters that they would not otherwise have. Events where SMEs are merely attendees or just manning a table will not be funded by the MRB.
  - c. Chaplain recruiters from the MRB must attend the event. The CRD will assist SMEs in scheduling recruiters to attend the event.
  - d. Requests should be submitted to CRD no later than 90 days before the event. This gives the CRD the time needed to schedule recruiters' attendance.
5. **Required Forms.** See actual MEMO for details.
7. **Instructions for Attached Documents.** See actual MEMO for details.
8. Send completed forms to: See actual MEMO for details.